

Welcome **Alice VonEva Pettigrew** (00018713).

[Related](#)

Job Description

Job Title	Attorney Advisor		
Job ID	14458		
Date Opened	09/22/2021		
Date Closed	10/21/2021		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Legal Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	14		
Bargaining Unit	C33	Compensation Unit 33 - Lawyers	
Minimum Range	\$118,319.000000	Maximum Range	\$153,833.000000
Target Openings	1	Available Openings	1

[Return to Previous Page](#)

[Switch to Internal View](#)

General Job Information

Job Summary

This position is located in the Government of the District of Columbia (District), Department of Insurance, Securities and Banking (DISB), Office of the General Counsel (OGC). The purpose of this position is to provide proficient legal advice in one or more practice areas within the DISB. The practice areas include securities and banking law, consumer protection, and administrative procedure.

Duties and Responsibilities

Represents DISB in securities and banking cases involving violations of the District laws before the DISB Hearing Officer and the D.C. Office of Administrative Hearings. Provides legal advice relating to the interpretation and applicability of all securities laws, rules and regulations administered by the DISB regarding complex legal cases. Analyzes and provides legal and interpretive guidance on impact/implications of changes to the Securities Act of 1933, Securities Exchange Act of 1934, Investment Company Act of 1940, and Investment Advisers Act of 1940 as it relates to the regulation of broker-dealers, investment advisers, and securities issuers in the District. Also, will be responsible for providing legal and interpretive advice related to District-chartered banks, non-depository companies, and other financial institutions in the District. Conducts legal document research dealing with proposed and existing laws and amendments. Prepares and reviews management responses to selected sensitive and confidential inquiries and correspondence. Keeps abreast of judicial and DISB interpretations of laws and regulations, particularly changes related to the function of DISB programs; and provide recommendation of appropriate courses of action. Monitors Congressional and District Council actions, and drafts proposed legislation and formulates appropriate responses.

Represents DISB in administrative hearings involving violations of the District's securities and laws; and prepares evidence, briefs, motions and other documents to support cases, as necessary. Assists with litigation support and manages concerns between District officials, administrative bodies, and external parties regarding actions taken during administrative matters. Works on the administrative adjudicative process, including the gathering of information and documentation to support evidence in connection with administrative enforcement actions. Assists in reviewing and revising directives and correspondence, including standard operating procedures, inspection reports, reporting requirements, and other legal documents related to enforcement actions. Provides advice regarding compliance with applicable personnel regulations, agreements and actions.

QUALIFICATIONS AND EDUCATION:

Incumbent must have a law degree (LLB or JD) from an American Bar Association (ABA) accredited law school and have at least two (2) years post J.D. experience.

LICENSE AND CERTIFICATION:

Must be a current member in good standing of the District of Columbia Bar or be eligible for waiver into

the District of Columbia Bar within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during their employment in the Legal Service.

WORKING CONDITIONS/ENVIRONMENT

Work is primarily performed in an office setting. Generally, work is sedentary. Some walking, handling and carrying of light to moderately heavy objects (such as case records, brief cases, and exhibits) is required. No special physical demands are required to perform the work.

Other Significant Factors

NOTE: This position may be filled at the grade 14 or 15 level.

The position will have an emphasis on Securities matters but will also be asked to handle Banking and Non-Depository matters.

Tour of Duty: Monday - Friday 8:15am - 4:45pm

Duration of Appointment: Legal Service - Regular Appointment

Pay Plan, Series, Grade: LA-0905-14/15

Salary Range: LA-0905-15 \$139,189 - \$177,661 per annum

Promotion Potential: None

Collective Bargaining Unit (NonUnion): This position is in a Collective Bargaining Unit (AFGE Local 1403).

Position Designation: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability, Security

Vaccination Requirement

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.